



Document Code No.			
<b>FM-DOrSU-PROC-10</b>			
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**REQUEST FOR QUOTATION (SMALL VALUE PROCUREMENT)**

February 6, 2025  
Date

**Dear Supplier/Service Provider**

You are hereby informed that the Davao Oriental State University (DOrSU) wherever deemed proper and authorized under Rule XVI, IRR of RA 9184, will receive sealed price quotation for the supply/delivery of the following items/goods or services at DOrSU, City of Mati, Davao Oriental where the said quotation will be opened on \_\_\_\_\_ or wherever deemed necessary as indicated below:

Qty	Unit	Item	Description/Performance of the Item (atleast, the minimum)	Unit Price	Total Cost
15	pcs	Plaque	for Outstanding Employee Brass plate with engrave txt 18cm x 22.5cm Plaque size: 32cm x 36.5 cm; portrait Wooden moulding border with DOrSU Logo	_____	_____
10	pcs	Plaque	for Retirees Brass plate with engrave txt 18cm x 22.5cm Plaque size: 32cm x 36.5 cm; portrait Wooden moulding border with DOrSU Logo	_____	_____

Approved Budget: P 75,000.00

PR #: 2025-02-0125      Date: 1/16/2025      Requesting Unit/Office : HRDS

- Small Value Procurement Documentary Requirements :**
1. Mayor's/Business Permit
  2. PhilGEPS Registration Number
  3. Income/Business Tax Return (for ABCs above P500,000.00)
  4. Omnibus Sworn statement (for ABCs above P50,000.00) before the issuance award
  5. External Provider form (from DOrSU)

sgd  
**DR. CHERYLL L. BAUTISTA**  
BAC Chairperson

The Bids and Awards Committee:

I hereby submit my/our offer at the price indicated opposite the items and agree to the terms and conditions of this as stated on the flipside of this Request/Invitation.

Canvassed/Distributed by:

\_\_\_\_\_  
Date: \_\_\_\_\_

\_\_\_\_\_  
Name of Establishment

\_\_\_\_\_  
Authorized Signature